
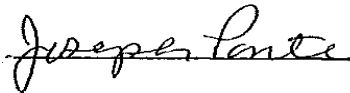


POLICY TITLE: MEAL PLANNING AND SCHEDULING, GENERAL GUIDELINES POLICY NUMBER: 16.2 CHAPTER 16: FOOD SERVICE MANAGEMENT		PAGE 1 OF 4
	STATE of MAINE DEPARTMENT OF CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VII
EFFECTIVE DATE: February 1, 2002	LATEST REVISION: November 23, 2011	CHECK ONLY IF APA []

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A, M.R.S.A., Section 1403.

II. APPLICABILITY

All Departmental Adult Facilities

III. POLICY

It is the policy of the Department of Corrections that meals are prepared in a way and served in accordance with a schedule that meets basic nutritional goals. Each facility's dietary allowances shall be reviewed at least annually by a qualified nutritionist or dietician to ensure they meet the nationally recommended allowances for basic nutrition. Menu evaluations shall be conducted at least quarterly by facility food service supervisory staff to verify adherence to the established basic daily servings.

IV. CONTENTS

Procedure A: Time Limits and Temperatures
 Procedure B: Menu Preparation
 Procedure C: Cycles/Rotation of Meals
 Procedure D: Documentation of Meals

V. ATTACHMENTS

None

VI. PROCEDURES

Procedure A: Time Limits and Temperatures

1. Meals shall be served in a timely manner to ensure the meal temperatures are consistent with applicable requirements.
2. Prisoners shall be provided with at least three (3) meals during each twenty-four (24) hour period. No more than fourteen (14) hours shall elapse between the previous day's evening meal service and the next day's breakfast meal service. The Chief Administrative Officer, or designee, may authorize exceptions to the time frames for meal service on weekends and holidays, provided that basic nutritional goals are met.
3. Two (2) of the three (3) meals provided shall be hot, unless the behavior of the prisoner necessitates cold meals for reasons of safety or security.

Procedure B: Menu Preparation

1. The Food Service Manager shall prepare and provide a master cycle menu. The Food Service Manager shall ensure the master menu for all meals served during the cycle meets the recommended dietary allowances appropriate for all segments of the prisoner population taking into account age, gender, and activity.
2. The Food Service Manager shall take into consideration flavor, texture, temperature, appearance and palatability when planning and preparing meals.
3. At a minimum, the master menu shall reflect the following:
 - a. the required time frames for service of meals,
 - b. the portion-serving sizes that meet nutritional and caloric requirements,
 - c. requirements for special diets, and
 - d. the recommended dietary allowances.
4. Copies of the master menu shall be posted to communicate the cycle of meals to staff and prisoners.
5. When modifications to the master menu or any subset of the master menu are

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made, the as-served menu and meals prepared shall meet the recommended dietary allowances,

6. Bagged meals shall consist of food products used in the preparation of meals on the master menu.
7. The Food Service Manager, or designee, shall ensure a sufficient number of meals are prepared for prisoners who are brought into the facility after the kitchen has closed for the day.

Procedure C: Cycles/Rotation of Meals

1. Prior to implementation of the master menu at any facility, the facility dietician or nutritionist shall review the master menu to ensure that all meals meet the applicable nutritional adequacy requirements.
2. The Food Service Manager shall ensure weekly menus are planned, dated and available for review at least one (1) week in advance of their implementation. Copies of weekly menus shall be provided to all housing areas.
3. On an annual basis, the facility dietician or nutritionist shall review the cycle menus and the as-served menus to determine compliance with the recommended dietary allowances.

Procedure D: Documentation of Meals

1. The Food Service Manager, or designee, shall maintain accurate records of the following:
 - a. Master menu,
 - b. Master menu recipes,
 - c. Total number of meals prepared,
 - d. As-served menus, and
 - e. Prisoners receiving special prepared meals.

VII. PROFESSIONAL STANDARDS

ACA:

ACI - 4-4315 Written policy, procedure, and practice require that accurate records are

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maintained of all meals served.

- ACI - 4-4316** (MANDATORY) There is documentation that the institution's dietary allowances are reviewed at least annually by a qualified nutritionist or dietician to ensure that they meet the nationally recommended allowances for basic nutrition. Menu evaluations are conducted at least quarterly by institution food service supervisory staff to verify adherence to the established basic daily servings.
- ACI - 4-4317** Written policy, procedure, and practice require that food service staff plan menus in advance and substantially follow the plan and that the planning and preparation of all meals take into consideration food flavor, texture, temperature, appearance, and palatability.
- ACI - 4-4328** Written policy, procedure, and practice require that at least three meals (including two hot meals) are provided at regular meal times during each 24-hour period, with no more than 14 hours between the evening meal and breakfast. Variations may be allowed based on weekend and holiday food service demands provided basic nutritional goals are met.
- 4-ACRS-4A-01** (MANDATORY) If the facility prepares and serves food to offenders, dietary allowances are reviewed at least annually by a qualified nutritionist, dietician, or physician to ensure that they meet the nationally recommended allowances for basic nutrition for the types of offenders housed in the facility.

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